



FAIR WORK
AUSTRALIA

8 April 2011

Mr Allan James Peter
Federal Secretary
Club Managers' Association Australia
Locked Bag 4317
Sydney Olympic Park NSW 2127

Dear Mr Peter

Annual Return of Information Contained In Records Kept By Organisation – AR2011/2537

Fair Work Australia has received your declaration dated 31 March 2011 providing information in accordance with subsection 233 of the *Fair Work (Registered Organisations) Act 2009*. The documents were lodged on 31 March 2011.

The documents lodged cover the following information:

- Number of members as at 31 December 2010.
- Declaration that the register of members was maintained as required by s230.
- List of offices of the organisation and of the persons holding those offices.
- The address of the office of the organisation.
- A statement regarding the election which was held in March 2010.

I note the document lodged does not include a statement declaring whether any elections must be held according to your organisation's rules for offices during the current year commencing 1 January 2011. You are reminded that such a statement is required under subsection 230(1)(d) of the *Fair Work (Registered Organisations) Act 2009* and Regulation 147(e) of the *Fair Work (Registered Organisations) Regulations 2009*. Could you please ensure that next year's annual return includes this information.

These documents meet the requirements of the *Fair Work (Registered Organisations) Act 2009* and have now been filed.

Yours sincerely

Michael Moutevelis
Fair Work Australia



29th March 2011

Mr Steve Teece
Tribunal Services & Organisations
Fair Work Australia
Level 8, Terrace Tower
80 William Street
EAST SYDNEY NSW 2011



Dear Sir

Re: Annual Returns matter re: 108N Club Managers Association Australia
[AR2011/2537]

Please find enclosed signed Declaration together with accompanying documents as requested.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Allan Peter'.

Allan J Peter ACCM
Federal Secretary


DECLARATION

I, Allan James Peter of [REDACTED], hereby certify that:

1. I am the Federal Secretary of the Club Managers' Association Australia which has lodged herewith copies of a list of officers of the said organisation and a list of the names, postal addresses and occupations of the persons holding those offices. (Please refer Annexure 'A').
2. The Register of Members of the organisation has been kept and maintained as required by ss230(1)(a) and (2) [s233(1)(a)]. The number of members of the Club Managers' Association Australia as at 31 December 2010 was 2278.
3. An Election was held March 2010.
4. The following copies of information being lodged are correct statements of the information contained in the organisation's records.


Allan James Peter

31.3.11
Date


131446
JP No:

31.3.11
Date

WILLIAM S. CLEGG
Name

ANNEXURE 'A'

ADDRESS OF THE NATIONAL OFFICE OF
THE SAID ORGANISATION:

Club Managers' Association Australia
Locked Bag 4317
SYDNEY OLYMPIC PARK NSW 2127

Phone: (02) 9746 4199
Fax: (02) 9746 5199
Email: cmaa@cmaa.asn.au

OFFICE HOLDERS

PRESIDENT

William Clegg ACCM
General Manager
135 - 139 Alison Road
RANDWICK NSW 2031

VICE PRESIDENT

David O'Neil ACCM
General Manager
PO Box 25
CASTLE HILL NSW 1765

SECRETARY

Allan James Peter ACCM
Secretary Manager
Locked Bag 4317
SYDNEY OLYMPIC PARK NSW 2127

EXECUTIVE MEMBER

Debbie Feening ACCM
Club Manager
PO Box 2219
TAREN POINT NSW 2229

EXECUTIVE MEMBER

Michael O' Sullivan ACCM
Secretary Manager
PO Box 1
ULLADULLA NSW 2539



Allan James Peter

31-3-11

Date



131446

JP No:

31-3-11

Date

WILLIAM S. CLEGG

Name

FEDERAL COUNCILLORS

DIVISION A - CITY EASTERN SUBURBS ZONE & MANLY NORTHERN SUBURBS ZONE

Mario Machado - Chief Executive Officer
4 High Street
HORNSBY NSW 2077

DIVISION B - ST. GEORGE/CRONULLA/SUTHERLAND ZONE & INNER WEST ZONE

Ian Todd - Chief Executive Officer
Po Box 57
KINGSGROVE NSW 2208

DIVISION C - NEPEAN ZONE

Michael Wiesel - Secretary Manager
PO Box 206
ST MARYS NSW 1790

DIVISION D - HUNTER ZONE/CENTRAL COAST ZONE & GREAT LAKES ZONE

Stephen Byfield - Chief Executive Officer
PO Box 124
THE ENTRANCE NSW 2261

DIVISION E - FAR NORTH COAST ZONE/NORTH WEST STATE ZONE/MID STATE ZONE & MID NORTH COAST ZONE

Phillip Malon - General Manager
Cabarita Road
Bogangar NSW 2488

DIVISION F - ILLAWARRA SHOALHAVEN ZONE & FAR SOUTH COAST ZONE


David Hiscox - General Manager
PO Box 15
DAPTO NSW 2530

DIVISION G - GOLD COAST ZONE/BRISBANE ZONE/IPSWICH DARLING DOWNS ZONE/SUNSHINE COAST ZONE & CENTRAL & NORTHERN QUEENSLAND ZONE

Stephen Condren - General Manager
PO Box 13
MAIN BEACH QLD 4217

DIVISION H - VICTORIA ZONE/RIVERINA MURRAY ZONE/ACT ZONE

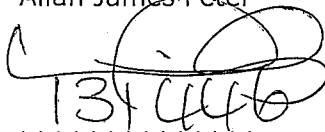
Grant Duffy - Secretary Manager
PO Box 190
NUMURKAH VIC 3636



.....
Allan James Peter

31-3-11

.....
Date



.....
JP No:

31-3-11

.....
Date

WILLIAM S. CUFFEY

.....
Name



FAIR WORK
AUSTRALIA

21 March 2011

Mr Allan J Peter
Federal Secretary
Club Managers' Association, Australia
cmaa@cmaa.asn.au

Dear Mr Peter

**Club Managers' Association, Australia
Annual Return of Information for 2011 [AR2011/2537]**

This is a courtesy letter to remind you of the obligation to lodge an Annual Return of Information for 2011 in respect of the above by **31 March 2011**.

A signed and dated declaration certifying matters prescribed in the *Fair Work (Registered Organisations) Act 2009* [the "RO Act"] must be lodged with Fair Work Australia [FWA] by that date. The matters to be included in the declaration are set out in the attached Checklist.

The declaration must be signed by the secretary, or where applicable, such other elected official who is required under the rules or by resolution of the organisation, to keep the relevant records (the "other prescribed officer"). A declaration signed by a non-elected person does not meet this requirement.

The secretary or other prescribed officer must also notify FWA within 35 days of any changes to such records.

Failure to comply with these obligations is subject to a civil penalty provision – see s305 of the RO Act.

Once an Annual Return or change of records has been lodged, a copy will be posted on the FWA website at www.fwa.gov.au – under *Registered organisations - List of registered organisations*. To protect the privacy of the relevant office holders listed in declarations, you may wish to list their postal, rather than home addresses.

FWA encourages you to lodge all returns electronically (e.g. as pdf files) at RIASydney@fwa.gov.au. Alternatively, you can forward the documents by fax to (02) 9380 6990 .

Please ensure that emailed documents include signatures where required e.g. by scanning the signed documents into a PDF or TIF format.

Although it is not a requirement under the RO Act, I would like to ask, where possible, if you could include a primary email point of contact for each branch office.

As technology changes, we find that we are increasingly contacting you by email, rather than fax. The respective preferred email addresses would be useful for this purpose.

Please do not hesitate to contact me on (02) 8374 6620 or by e-mail at RIASydney@fwa.gov.au if you wish to discuss the requirements outlined in this correspondence.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Steve Teece', written in a cursive style.

Steve Teece
Registered Organisations - NSW
Fair Work Australia

Obligation to lodge Annual Return of Information by 31 March

A copy of each of the following records must be lodged with Fair Work Australia [FWA] between 1 January and 31 March each year. They must be certified by a declaration stating that it is a correct statement of the information contained in that record, signed by the secretary or such other elected official who is required under the rules, or by resolution of the organisation, to keep the relevant records (the “other prescribed officer” see RO Regulation 150).

For full details see ss230-233 of the Fair Work (Registered Organisations) Act 2009 [the “RO Act”], and Regulations 149-151 of the Fair Work (Registered Organisations) Regulations 2009 [the “RO Regulations”].

Failure to comply with these obligations is subject to a civil penalty provision – see s305 of the RO Act.

Requirement	Details of requirement
Maintenance of Register of Members	A declaration by the secretary or other prescribed officer certifying that the register of members has, during the immediately preceding calendar year, been kept and maintained as required by ss230(1)(a) and (2) <i>[s233(1)(a)]</i>
List of Offices	A list of the offices in the organisation and each branch (note the definition of “office” and “officer” in ss6 and 9) <i>[s230(1)(b)]</i>
List of Office holders	A list of the names, postal addresses and occupations of the persons holding the offices (note the definition of “office” and “officer” in ss6 and 9) <i>[s230(1)(c)]</i>
List of Branches	A record of the name of each branch of the organisation <i>[s230(1)(d) and reg. 147(a)]</i>
New Branches	A record of the name of each branch that commenced operation in the previous 12 months <i>[s230(1)(d) and reg. 147(b)]</i>
Old Branches	A record of the name of each branch that ceased operation in the previous 12 months <i>[s230(1)(d) and reg. 147(c)]</i>
Addresses of Organisation and Branches	A record of the address of the office of the organisation and the address of the office of each branch <i>[s230(1)(d) and reg. 147(d)]</i>
Elections in Organisation and Branches	A record of each election that must, under the rules of the organisation, be held during the year commencing 1 January of the year in which the return is lodged, for any offices in the organisation and branches of the organisation . <i>[s230(1)(d) and reg. 147(e)]</i> Note: this provision does not relieve an organisation or branch from the separate requirement to lodge prescribed information prior to each election, as required by s189 of the RO Act
Statement concerning number of members	<ul style="list-style-type: none"> • A record of the number of members on 31 December in the previous year, and: • if the organisation has entered into an agreement relating to members of State unions under s151(1) of the RO Act - a record of the number of members of the organisation who were (on 31 December in the previous year) ineligible State members in relation to the organisation within the meaning of s150 of the RO Act. <i>[s230(1)(d) and reg. 147(f) and (g)]</i>

Obligation to notify of changes within 35 days

If there are any changes during the year to the list of offices, list of officeholders, list of branches (where relevant) and the address of the organisation and/or its branches an organisation must, within 35 days of the change, lodge with FWA, a notification of such changes certified by declaration signed by the secretary or other prescribed officer of the organisation to be a correct statement of the changes made [RO Act s233(2) and RO reg. 151 refer].



FAIR WORK
AUSTRALIA

19 January 2011

Mr Allan J Peter
Federal Secretary
Club Managers' Association, Australia
cmaa@cmaa.asn.au

Dear Mr Peter

**Club Managers' Association, Australia
Annual Return of Information for 2011 [AR2011/2537]**

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The secretary or other prescribed officer must also notify FWA within 35 days of any changes to such records.

Failure to comply with these obligations is subject to a civil penalty provision – see s305 of the RO Act.

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Registered Organisations - NSW
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